Staffing & Hiring **Process:** File: As-Is-SH-06.1 centered exam.vsd **Sub-Process:** SH-6.1 Administer exams (centered – Multiple Choice and/or Essay) **Date:** 10/4/2005 Prepared By: **Page:** 1/1 SH-06.2 Receive essay Request exam Non-H. Start responses for space and date centered rating Estimate number of exam booklets and print Send exams, OSER applications & Schedule rooms & Schedule special Count and ship SH-05 Count returned Multiple Choice proctors admin (military) exams exams responses for entry Count & Ship Receive and count exams & response End exams sheets to OSER Proctor Distribute exams Collect to applicants with applications instructions Applicant Request special Record exam military Fill out application responses administration Exam Ad DB WiscJOBS Create exam estimates Logistics (Exam Adm (Exam Adm DB and DB) Wiscjobs)